

City of Falls Church
Department of Community Planning & Economic Development Services
Application for Outdoor Seating Area

Filing Instructions

For restaurants and food/beverage service establishments that wish to apply for an outdoor seating approval, materials may be emailed to permits@fallschurchva.gov or submit their completed application and supporting documents Monday-Friday from 8 am – 5 pm at the Permits Counter in City Hall (300 Park Ave., Suite 103 East, Falls Church, VA 22046).

1. Read all applicable guidelines and complete application.
2. Prepare all recommended supporting materials and submit with application.
3. Submit application and supporting materials via email or in person at the Permits Counter in City Hall.
4. Questions? Email permits@fallschurchva.gov or call 703-248-5080

OUTDOOR SEATING APPLICATION

Restaurant Name: _____ Date of Application: _____

Business Address: _____

Is this an existing business with an approved Certificate of Occupancy and Capacity Certificate? Yes _____ No _____

Maximum Occupancy Load (interior, from Certificate of Occupancy or capacity certificate) _____

APPLICANT INFORMATION

Name: _____ Relation to business: _____

Address: _____ Phone #: _____

Email Address: _____

Backup Contact Name & Phone #: _____

Code Requirements for Restaurants with Outdoor Seating Areas

In addition to City Zoning Ordinance requirements, businesses must abide by applicable federal, state and local laws and requirements, including any special requirements, as amended. Please reference Zoning Ordinance Secs. 48-1237 through 48-1239 for additional local outdoor dining standards.

Applicant Acknowledgement and Signature

The undersigned agrees to comply with all of the requirements of applicable federal, state and local laws, ordinances and regulations.

Applicant Signature

Date

Checklist of Recommended Submission Materials

- _____ 1) Provide the following items that depict the **existing** site, including where the outdoor seating is proposed:
 - ___ Aerial map
 - ___ Photographs- exterior photographs showing existing site conditions on all 4 sides of building with pictures of adjacent businesses
 - ___ If available, survey plat, drawings or plans
- _____ 2) Provide a plat or site plan that depicts the **proposed seating area**. The following information must be shown:
 - ___ Location and number of seats and tables
 - ___ Dimensions (length and width in feet) of the outdoor seating area
 - ___ Dimensions from property lines
 - ___ Location & type of barrier surrounding the seating area (required if subject to ABC license)
 - ___ Layout of interior of restaurant including toilets and seating layout
 - ___ ADA parking and pathways
 - ___ Trash and loading areas
 - ___ Restaurant exit points
 - ___ Other temporary elements such as lights, umbrellas, canopies, tents, planters, serving stations, etc.)
 - ___ Portable outdoor heaters/heating elements
- _____ 3) Statement from applicant, in letter form, justifying outdoor dining use
- _____ 4) Statement from property owner consenting to use of outdoor space for seating as shown on proposed plans
- _____ 5) Current Certificate of Occupancy
- _____ 6) Other information as requested by agencies for review (as needed)